

1 - 6 Method of Prioritising Tasks

In "Lead the Field" Earl Nightingale describes a straightforward and effective way to prioritise tasks, referred to by some as the "1-6" method.

Here's how it works for a business owner:

- **1: List Your Tasks:**

At the end of each day, write down the six most important tasks you need to complete the next day. These should be tasks that will have the most significant impact on your business.

- **2: Prioritise by Importance:**

Number these tasks from 1 to 6, with 1 being the most important and 6 being the least important. This ranking should be based on their impact and urgency.

- **3: Focus on One Task at a Time:**

Start with the task labelled number 1 and work on it until it is completed. Do not move on to task number 2 until task number 1 is finished. This ensures that your attention is fully on the most critical task.



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- **4: Move to the Next Task:**

Once task number 1 is completed, move to task number 2, then task number 3, and so on. Follow this order without skipping tasks.

- **5: End of the Day Review:**

At the end of the day, any tasks that were not completed should be moved to the list for the next day. Re-evaluate their priority based on the new tasks that may have arisen.

- **6: Daily Repetition:**

Repeat this process each day, always listing and prioritising your six most important tasks for the following day.

By using this method you ensure your most important tasks receive your full attention and effort, leading to more productive progress and better management of your time and priorities.

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